



West Yorkshire Lifelong Learning Network

Economic Challenge Investment Fund (ECIF) Steering Group

6th September 2010
Start time 1400 hours
Finish time 1515 hours

Present: Steve Challenger, Tie Doepel, Alan Spain, Joanne Beaumont, Ruth Osborne, David Smith, Janet Midgley, Sue Spence, Tony Waring, Brian Duffy, Mohammed Hussain, Fiona Thompson, Maryke Deahl, Michael Cuthbert, Sue Sykes and Anne Hellowell.

Apologies: Tim Thornton, Christine Jarvis, Stephen Boyd, Nigel Phillips, Lindsey Fraser, Pat Millner, Elaine Jackson, Paul Titman, Tracey Mearns, Naseem Aqeel, Janet Mulcrone, Alison Kinder, Dominic Whowell, James Devitt, Heather Waddington, Anj Handa, Craig Williams, Fred Yeomans, Catherine Lunn and Rob Lloyd Owen.

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| <p>1 Welcome and Apologies
Steve opened the meeting and welcomed the attendees of the final ECIF Steering Group meeting. Tim's apologies were noted as usual chair of the meeting.</p> | |
| <p>2 Minutes of Meeting held on 23rd June 2010
The minutes were approved as a true record of the meeting.</p> | |
| <p>3 Matters Arising
The only outstanding action point related to data analysis. Due to time constraints and missing key information in the data download provided by the external IT resource this had not been completed. A new data download had been requested and received too late to analyse before the meeting, but this task will be done in the next few days.</p> | <u>AH</u> |
| <p>4 Project Status
The partner report was tabled at the meeting. Tie congratulated the partners on delivery of the project, with all learner number targets from HEFCE for Element 1, Element 2 and Element 3 having been met and 1142 learners having been assisted through ECIF. Outstanding data entry required from Bradford, Calderdale and Wakefield Colleges which is expected to be finalised within the next few days.</p> <p>A report was tabled showing outstanding dates to be entered against learners for enrolment and completion. These should be entered as a matter of urgency, as they generate payments of 40% for each date entered into the IAGnow system.</p> <p>Steve asked for feedback from Sue Sykes as to the success of the project for Yorkshire Forward, given that this would be the final meeting for the ECIF steering group. Sue confirmed that spend was in line with agreed targets from Yorkshire Forward and that they were delighted with the projected over delivery of outputs by almost 100%.</p> <p>Steve requested observations from the partners regarding the delivery of the project from the institutional point of view. A number of partners found navigating the funding structure, understanding the match and identifying their own delivery vehicles challenging in the early days of the project, but welcomed the assistance and availability of the WYLLN team to</p> | <u>RO</u>
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<u>MC</u>

<u>ALL</u> |

overcome these early hurdles.

Steve reaffirmed Tie's congratulations on the delivery of the project and recognised that important lessons had been learned and that the delivery of the ECIF project had shown that innovative and creative partnerships across FE and HE are workable.

5. **Follow up Activity**

Tie reminded the partners that follow-up data needs to be entered into IAGnow. The cut-off dates for entering this data was **AGREED** as **15th November 2010**. Given that Anne will be leaving WYLLN shortly, Alan would collate follow-up data immediately after 15th November to generate final 20% payments to partners. Tie **AGREED** to arrange for a reminder to be sent to partner's diaries for the 12th November to prompt them to check that the data has been input.

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It was **AGREED** that those records **not** input onto IAGNow by the **15th November 2010** would be considered forfeited and the final 20% payment associated with those learners would not be paid.

Tie added that **60%** positive outcomes were required for the HEFCE final report, therefore tolerance on "No" for "Contact Made" would be limited to **35%** for each institution to enable final payments to be made. Additionally, Tie asked that institutions keep their own records on attempts made to contact their learners, against any future need by HEFCE to audit the project.

6. **The Learning List – Offer to Business**

This brochure was discussed among the partners. General feedback was that the speed of creating the offer and production of the brochure were well received. It was agreed that the timing of the brochure was unfortunate given that many key people were on leave and both partners and business were experiencing the "summer slow-down" leading to a limited response so far.

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Joanne reported that the brochure would be further promoted over the next few weeks. A second publication is planned covering courses for the new year, which will be pulled together in November. Partners asked about the forum going forward, as currently the ECIF Steering Group has been used to build the offer to business. Joanne and Steve to consider proposal for another steering group to meet this need – with frequency of meeting to be a consideration.

7. **Going Forward**

Steve thanked Tie and Anne for their contribution to the WYLLN team and to ensuring the success of the ECIF project. As both will be leaving their roles shortly, any further contact regarding ECIF should be directed to Alan Spain.

8. **Any Other Business**

Janet circulated copies of the higher level skills leaflet to the group.